

SimEdNetwork

Detailed Operational Plan



STRATEGIC DIRECTION 1

Governance

A best practice governance model that supports the Network's mission, vision and objectives

OBJECTIVE	ACTION
<p>1. To successfully implement the governance structure as identified in the business plan.</p>	<ul style="list-style-type: none"> • Implement the Oversight approved committee structure
<p>2. To ensure that the governance model and resultant decision-making processes are well understood and functioning.</p>	<ul style="list-style-type: none"> • Provide information sessions related to the governance model and decision-making process at the beginning of each committee meeting X3 initial meetings of each committee • Refresh and update committee members on biannual basis re; governance and decision-making
<p>3. To ensure that a strategic plan has been implemented: an aligned committee structure with up-to-date Terms of Reference has been developed, positions have current job descriptions, and all necessary policies have been developed.</p>	<ul style="list-style-type: none"> • Schedule Strategic Planning Retreat inclusive of Oversight participation. • Obtain Oversight approval for strategic plan • Develop ToR for each committee • Develop job descriptions • Develop policies • Implement strategic plan action
<p>4. To enable a Network-wide accreditation process.</p>	<ul style="list-style-type: none"> • Gather information from the College of Physicians and Surgeons as to their accreditation process • Identify any other credible accrediting bodies • Discuss options with Operations Committee for advice as to which accrediting body to commence discussions/conduct gap analysis

STRATEGIC DIRECTION 2

Infrastructure

A robust sustainable infrastructure that supports current and future Network operations, activities and needs.

OBJECTIVE	ACTION
<p>1. To develop an evaluation framework inclusive of targets, metrics and reporting tools and strategies.</p>	<ul style="list-style-type: none"> • Procure the services of an organization/agency able to develop an evaluation framework • Contract the services of an approved evaluation agency • Work with the selected agency to develop the framework • Implement the framework and identify quality improvement opportunities
<p>2. To develop approaches that will allow the brokering of expertise related to technical operations, debriefing, scenario design etc. across the Network.</p>	<ul style="list-style-type: none"> • Identify committees across the various partner organizations that are key to furthering tech ops, debriefing standards/ approaches, scenario and pursue membership
<p>3. To ensure system (software) and processes are in place to enable knowledge sharing and resource sharing across the Network.</p>	<ul style="list-style-type: none"> • Develop common booking system • Determine common metrics • Develop/integrate database that will track and report on common metrics • Develop policies
<p>4. To implement a transparent and accountable budgetary process that reflects stakeholder input and secures adequate and sustainable operating dollars.</p>	<ul style="list-style-type: none"> • Develop budgetary process and obtain Oversight approval • Complete budget variance reports for Oversight • Complete draft budget by January of each year for the subsequent year and obtain Oversight approval

STRATEGIC DIRECTION 3

Communications

Communication that keeps internal and external stakeholders up to date and informed, and heightens the Network's profile.

OBJECTIVE	ACTION
1. To develop a communications plan.	<ul style="list-style-type: none">• Secure the services of a qualified, highly respected communications consultant• Develop and maintain website• Provide annual report
2. To advocate/champion simulation-based learning in respective organizations and with government and external partners.	<ul style="list-style-type: none">• Co-Directors to engage and network with various organizations, agencies and departments

STRATEGIC DIRECTION 4

Academic Excellence

Strategies, processes and a culture that nurtures and advances ongoing innovations in simulation-based learning.

OBJECTIVE	ACTION
1. To develop a culture and structure that supports research endeavours.	<ul style="list-style-type: none">• Explore the development of a "culture path", an approach to define the desired culture within the SimEd Network• Establish a process to track grants/ publications• Recruit a research-specific human resource to support research e.g. statistician, skilled at grant writing<ul style="list-style-type: none">• Determine options to fund this position e.g. redirect existing funds• Identify and recruit a candidate for fellowship opportunity• Establish a journal club to support sharing of research across Network members
2. To advance the practice and scholarship of effective simulation learning and teaching practices.	<ul style="list-style-type: none">• Explore hosting conference(s) using internal faculty resources and an additional conference using external faculty (focused on best practice, futuristic trends)• Identify simulation-specific grant opportunities to be pursued
3. To recruit and sustain up-to-date, enthusiastic faculty and support staff.	<ul style="list-style-type: none">• Develop inventory of faculty/support staff• Explore development of interdisciplinary and discipline-specific curriculum for 3rd and 4th year undergraduate students; post-graduate/post-licensure• Build capacity within departments

Talent Development

Faculty and staff proficient, engaged and motivated to translate and apply their expertise and knowledge for the benefit of learners.

OBJECTIVE	ACTION
<p>1. To support the development of faculty and staff professional development plans as they relate specifically to simulation-based learning needs.</p>	<ul style="list-style-type: none"> • Develop a Train-the-Trainer process • Professional Development <ul style="list-style-type: none"> • Complete a needs assessment for existing trainers, facilitators and debriefers to inform the capability enhancement plan • Establish strategic initiatives to build capacity e.g. Harvard Program • Participate in hosting/coordinating events
<p>1a. Design and implement processes to support trainer development.</p>	
<p>1b. Develop a shared, simulation-based learning tool set.</p>	<ul style="list-style-type: none"> • Complete an inventory/environmental scan of equipment, processes and resources among the Network members • Establish a process to enhance program capacity to accommodate more simulation • Identify and incorporate best practices into the Network members' programs to enhance evidence-based learning outcomes • Design and develop an evaluation toolkit to support program evaluation
<p>1c. Initiate a cultural change.</p>	<ul style="list-style-type: none"> • Establish a recognition/reward program for outstanding trainers and facilitators • Establish a research fellowship in simulation learning (longer term)
<p>2. To develop a cultural change.</p>	<ul style="list-style-type: none"> • Define and document role continuity and transition plans for key Network leadership roles • Develop a Network-wide recruitment planning approach and process e.g. templates, tools that can be shared and re-used but are tailored to the Network and member needs • Develop an integrated succession plan approach that can be leveraged by members
<p>3. To advocate for the professional development of practicing professionals.</p>	<ul style="list-style-type: none"> • Complete a professional development needs assessment across the Network members' resources • Establish a plan to address the development needs gaps across the Network members

